Rocky Flats Environmental

Technology Site

SOLAR POND PROJECTS QUALITY ASSURANCE IMPLEMENTATION PLAN

RF/ER-95-0070

for the

ENVIRONMENTAL RESTORATION PROGRAM

Prepared by
Environmental Restoration Program Division
Project Services

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Approvals

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1. PURPOSE

The purpose of the Solar Pond Projects (SPP) Quality Assurance Implementation Plan (QAIP) is to identify (1) the basic requirements applicable to a Work Plan or Work Package task and, (2) the pathway for work package managers to select and grade the degree of implementation needed to satisfy the requirements. This is a graded approach which is developed internally.

2. SCOPE

The QAIP identifies the quality assurance source requirement documents and the method used to plan, develop, and implement quality for the SPP. The SPP cleanup activities are addressed in the Interagency Agreement (IAG). To comply with this agreement, the project is guided by the Quality Assurance Program and Implementation Plan, 1-10000-QAP&IP-01.00, Rev 0, and the Environmental Restoration (ER) Quality Assurance Project Plan (QAPjP). This SPP QAIP is an active document that describes those quality elements the Project will implement for the Rocky Flats Environmental Technology Site (RFETS) ER Project Management Implementation Plan, RFP/ERM-94-00016. In this effort, the QAIP applies to the Operable Unit (OU) 4 subproject. The Plan consists of discrete activities that are identified as part of each work package that is designed to complete the SPP Plan. Quality Implementation is described in Section 3.0, Methodology.

3. METHODOLOGY

Quality Implementation is the goal of this Plan. The method to achieve this goal is to employ quality practices and controls in quality affecting activities. Remediation Work Plans and/or the Work Breakdown Structure (WBS) is the planning pathway to identify quality affecting activities. To develop pathways to quality implementation, the work package manager prepares a WBS dictionary to describe in detail the items in the WBS. Each activity is reviewed to identify the level of implementation required for each activity. As defined in the Management Implementation Plan (MIP), the review process and the implementation begin at level six of the WBS, which is the highest level for a subproject summary baseline. Activities in the WBS that are very low risk or are not quality affecting are shown in the WBS dictionary as not requiring special quality implementation.

Administrative and management requirements of the project will be defined at the summary level of the WBS and will not have to be repeated at a lower level. For example, the implementation of the Quality Program (QR2) and the Management Plan (QR1) is at the project summary level. The requirement for all activities or operations below this level in the WBS need not repeat an implementation description. Most quality implementation will be generated at the lowest level possible. The intent is to reduce the administrative burden on quality implementation. Activities for environmental investigation/remediation activities are described in the Quality Assurance Addendum (QAA) of the Work Plans. Each Work Plan has a quality section and quality assurance addenda that identify the specific controls needed to comply with basic requirements of the QAPjP.

4. ACRONYMS

CCCP	Configuration Change Control Program
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COEM	Conduct of Engineering Manual
DOE	Department of Energy
DQO	Data Quality Objectives
ER	Environmental Restoration
ERM	Environmental Restoration Management
ERPD	Environmental Restoration Program Director
IAG	Interagency Agreement
IWCP	Integrated Work Control Program
MIP	Management Implementation Plan
M&TE	Measuring and Test Equipment
OU	Operable Unit
QAA	Quality Assurance Addendum
QAIP	Quality Assurance Implementation Plan
QAP	Quality Assurance Plan
QAPjP	Quality Assurance Project Plan
QR	Quality Requirement
RCRA	Resource Conservation and Recovery Act
RFETS	Rocky Flats Environmental Technology Site
SPP	Solar Pond Projects
SPPM	Solar Ponds Program Manager
TQM	Total Quality Management
WBS	Work Breakdown Structure

5. ROLES, RESPONSIBILITIES, AND AUTHORITIES

The Solar Ponds Program Manager (SPPM) may, as necessary, initiate projects that will achieve the overall goals of the OU 4 remediation action plan. Each of the projects that are currently active, revised, or new are managed by the WBS for each work package. Each work package has a dictionary, which is a description of the project, including goals, tasks, and Work Plans to achieve a successful completion. As part of the project description, the work package will identify the quality requirements that apply to all or part of the project.

5.1 Environmental Restoration Program Director (ERPD)

Assumes responsibility for all activities, resources, and associated costs of the ER Project remediation at the RFETS.

Assumes overall responsibility for each solar pond project, serves as the Major Activity Manager, provides general guidance, and ensures adequate support for each Project Manager.

5. ROLES, RESPONSIBILITIES, AND AUTHORITIES (continued)

5.2 Program Control and Integration Manager

Reports to the Program Manager and is responsible for the management of the support staff for Program Control and Integration.

5.3 Project Managers

Assumes responsibility for the daily work package management, including construction planning, subcontract support, erection, and coordination of RFETS support groups activities.

5.4 Remediation Manager

Reports to the Program Manager and is responsible for the execution of Phases I and II Remediation in accordance with the IAG.

5.5 Solar Ponds Program Manager (SPPM)

Reports to the ERPD and is responsible for all activities that relate to the remediation and corrective actions of the solar ponds.

5.6 SPP Quality Improvement and Implementation Representative

Scope, schedule, and perform surveillances as defined in the WBS.

5.7 Team Leader

Reports to the Program Manager and is responsible for Resource Conservation and Recovery Act (RCRA) compliance, storage, maintenance, and operations of designated facilities.

5.8 Treatment Manager

Reports to the Program Manager and is responsible for the treatment of sludge and pondcrete.

6. QUALITY REQUIREMENTS (QR)

This QAIP takes requirements from DOE Order 5700.6C. The requirements have been codified in Title 10, Code of Federal Regulations (CFR) 830.120, which requires implementation for nuclear facilities. The Department of Energy (DOE) quality requirements are categorized into management criterion, performance criterion, and assessment criterion. These criteria are comprised of ten quality requirements. As shown in Table I, this QAIP applies internal requirements taken from the Quality Assurance Manual and/or the QAPjP. This matrix is reprinted here as a guide for quality implementation.

TABLE I: QUALITY REQUIREMENT COMPARISON

DOE 5700.6C QA Criteria	RFETS Quality Requirements (QRs)	ERM Quality Requirements (QAPjP)
MANAGEMENT CRITERIA		
1 - Program	QR-1 Organization QR-2A Quality Assurance Program	1.0 Organization and Responsibility 2. Quality Assurance Program
2 - Personnel Training and Qualification	QR-2B Training and Qualification	2.0 Quality Assurance Program
3 - Quality Improvement	QR-16 Corrective Action QR-20 Quality Improvement QR-22 Cost of Quality	16.0 Corrective Action
4 - Documents and Records	QR-6 Document Control QR-17 Quality Assurance Records	6.0 Document Control 17.0 Quality Assurance Records
PERFORMANCE CRITERIA		
5 - Work Processes	QR-5 Instructions, Procedures, Drawings QR-8 Identification and Control of Items QR-9 Control of Processes QR-12 Control of M&TE QR-13 Handling Storage and Shipping QR-15 Control of Nonconforming Items	5.0 Instructions Procedures, and Drawings 8.0 Identification and Control of Items 9.0 Control of Process 12.0 Control of M&TE 13.0 Handling Storage and Shipping 15.0 Control of Nonconformances
6 - Design	QR-3 Design Control QR-19 Software Quality Assurance	3.0 Design Control and Control of Scientific Investigations 19.0 Software Quality Assurance
7 - Procurement	QR-4 Procurement Document Control QR-7 Control of Purchased Items and Services	4.0 Procurement Document Control 7.0 Control of Purchased Items and Services
8 - Inspection and Acceptance Testing	QR-10 Inspection QR-11 Test Control QR-14 Inspection, Test, and Operating Status	10.0 Inspection 11.0 Test Control 14.0 Identification, Inspection, Test, and Operations
ASSESSMENT CRITERIA		
9 - Management Assessment	QR-2C Management Assessment	18.0 Quality Verifications
10 - Independent Assessment	QR-2D Independent Assessment QR-18 Audits QR-21 Surveillance	

The Quality Requirements (QR) are described in the SPP quality elements that follow. Descriptions include sources for implementation and methods to implement the requirement through the WBS. Also, the methodology is captured in detail in the WBS as stated in Section 7.2 of this QAIP. The requirements are listed in sequence with DOE Order 5700.6C.

7. MANAGEMENT CRITERION 1, PROGRAM

7.1 Organization (QR-1)

The SPP is an organization of the RFETS that works as a team to support the accelerated cleanup and remediation of OU 4. The SPP is established by ER and maintains a structured organization and assigns responsibility for each function to ensure that (1) specified quality requirements are achieved and maintained by those who have been assigned the responsibility for performing the work, and (2) conformance to established requirements is verified by individuals and groups not directly responsible for performing the work. The project team consists of a Project Manager, Project Administrator, Project Engineers, and team members necessary to accomplish the program objectives. This requirement is fully implemented in this QAIP and is not part of the WBS. The organization structure or makeup is identified in Appendix 1, ERM Solar Pond Projects Organizational Chart.

7.2 Quality Assurance Program (QR-2A)

The RFETS Quality Assurance Program (QAP) is described in the RFETS Quality Assurance Manual, and the QAPjP is described in the Environmental Restoration Site-Wide QA Project Plan manual. The SPP QAIP is managed within the QAP and the QAPjP and carries out quality implementation using the WBS system as an early planning tool. Tasks and activities identified in the WBS are reviewed for quality affecting items to identify (1) the components, structures, processes, and systems to be covered by the QAIP; (2) the approach used to ensure that the applicable components, structures, processes, and systems meet design objectives; and (3) the activities or tasks performed to achieve stated objectives are done under controlled conditions. This QAIP provides implementation of the DOE Management criteria directly in the project plans and/or Work Plans as they are developed in the WBS. Therefore, the WBS planning process becomes a usable tool to identify quality affecting items, and allows the management team to select pathways to implementation. Projects supporting the closure of OU 4 are managed under a Total Quality Management (TQM) philosophy. Activities important to safety and applicable to the design, purchase, fabrication, and testing of packaging are described by written procedures and instructions and will be in place prior to engaging in these activities. The Configuration Change Control Program (CCCP) and the Integrated Work Control Program (IWCP) will be relied upon whenever appropriate to implement these activities.

8. MANAGEMENT CRITERION 2, PERSONNEL TRAINING AND QUALIFICATION

8.1 Training and Qualification (QR-2B)

Indoctrination and training for project personnel is implemented through 1-10000-TUM, Training User's Manual, and 1-31000-COOP-003, Control of On Shift Training. Task-specific training will be identified in the WBS as a prestart condition to operations that differ from existing procedures or where a new procedure is generated. All completed core and ERPD-specific training will be documented, and copies of all documentation will be forwarded to the ERPD training files in accordance with 2-F94-ER-ADM-02.01, Training.

9. MANAGEMENT CRITERION 3, QUALITY IMPROVEMENT

9.1 Corrective Action (QR-16)

The ER SPP Manager has implemented 1-P04-SCMP-16.00, Sitewide Commitment Management Process, to ensure that conditions adverse to quality, such as deficiencies, deviations, defective material and equipment, and nonconformances are promptly identified and corrected. All areas of concern are evaluated for significance and assigned appropriate cause analysis, action planning, and task assignment to mitigate adverse quality conditions. The requirements for QR-16 are implemented in this plan. The WBS does not include methods to perform corrective action.

9.2 Quality Improvement (QR-20)

The WBS is an information resource tool for continuous quality improvement. Certain tasks, activities, and plans have many of the WBS structures repeated in each project. The SPP will be organized in a way that strengthens the application of TQM. The program provides methods and training for problem solving/prevention and planning through individual and group exercises with a focus on team building, databased decision making, partnering, and self-evaluation. The WBS identifies repeatable tasks which allow managers to utilize the lessons learned process for successive project planning activities.

9.3 Cost of Quality (QR-22)

The SPP management has determined that this section is not applicable to the project.

10. MANAGEMENT CRITERION 4, DOCUMENTS AND RECORDS

10.1 Document Control (QR-6)

The SPP uses the WBS to identify documents which require control. Documents that may be received as deliverables that are developed, changed, prepared, or placed in storage are subject to controls specified in the Conduct of Engineering Manual (COEM), Sections 6.1.4 and 6.6. The COEM establishes the responsibilities and methods to formally control engineering documents. ER documents are controlled by 2-S65-ER-ADM-17.02, Administrative Record Document Identification and Transmittal, and procedures and plans are controlled by 1-A01-PPG-001, Procedure Process. Each of the documents under the control of the QAIP is maintained to reflect current status. As a minimum, control is exercised over the following:

- Design documents, for example, drawings, specifications, and computer codes
- Procurement documents and the WBS
- Operating, maintenance, and modification procedures
- Inspection and test procedures
- Nonconformance reports
- Corrective action requests
- Design change requests
- Control of document generation, change, and issuance

10.2 Quality Assurance Records (QR-17)

Quality assurance records are those documents and administrative records that furnish evidence of adequate completion of quality affecting activities and provide sufficient information relevant to the items or activities to which they apply. Quality assurance records include, as a minimum, design, procurement, manufacturing, and installation records; supplier evaluations; nonconformance reports; results of inspections, tests, and audits; failure analyses; as-built drawings and specifications; qualification of personnel, procedures, and equipment; calibration procedures; training and retraining records; and corrective action reports. Administrative records are documents which support the Record of Decision for the RFETS remediation actions. Measures are established to ensure that documents designated as quality assurance and administrative records are legible, reflect the work accomplished, and are quickly processed to avoid unnecessary delay when the record is needed. The SPPs implement requirements for quality assurance records in accordance with 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Quality assurance records are classified as either lifetime or nonpermanent. Lifetime records typically demonstrate the capability for safe operation; provide evidence of repair, rework, replacement, or modification; aid in determining the cause for an accident or malfunction of an item; or provide a baseline for in-service inspection. Nonpermanent records are those that show evidence that an activity has been performed but does not meet criteria for lifetime records. Records retention times for Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) activities are established by the RFETS Information Management organization in accordance with 1-77000-RM-001, Records Management Guidance for Records Sources. The Project File Center will maintain records in accordance with 2-G18-ER-ADM-17.01.

The Project Manager maintains design documents in an auditable manner and controls changes to design documents in accordance with the CCCP. Quality assurance, administrative, and other records that substantiate safety and adherence to regulatory requirements and training are maintained by the Project Manager in accordance with 2-G01-ER-ADM-06.01, ERPD Document Control Process.

11. PERFORMANCE CRITERION 5, WORK PROCESSES

11.1 Instructions, Procedures, and Drawings (QR-5)

The WBS is used in project planning to identify tasks and activities affecting quality through documented instructions, procedures, or drawings. The method of preparation and the review and execution of work-related instructions of various types that comply with the QAPjP or the Quality Assurance Manual use a graded approach as needed to ensure compliance. The execution of activities demonstrate and document that the appropriate quantitative and/or qualitative acceptance criteria for determining those important activities are satisfactorily accomplished. 1-A01-PPG-001, Procedure Process; 1-A02-PPG-003, Procedure Writing; 1-A03-PPG-004, Procedure Edit, Review, and Comment; 1-48000-DM-001, Document Control Program; and 1-N99-IWCP-9, Environmental Restoration and Waste Packaging Planning Process, will support implementing documents. The COEM contains the requirements and responsibilities required to document the design process and ensures that design packages are prepared in accordance with the CCCP.

11.2 Identification and Control of Items (QR-8)

The Project Managers will identify the materials, parts, or assemblies, whether received as consumables or constructed as part of the project, the products made, and samples of products or materials that are quality affecting by use, function, or design. Items identified in this exercise are controlled to prevent inadvertent use or installation of an improper, expired (shelf-life), or unacceptable item and to comply with safety or statutory requirements or regulations concerning a hazardous material. Other items are controlled based on function, importance, complexity, risk, reliability, instrumentality, and economic considerations. Identification and control of items is implemented by the IWCP, COEM, or logistic procedures. The COEM provides the guidance needed to prepare procurement specifications, which include the identification and traceability of those items.

11.3 Control of Processes (QR-9)

All common work activities or measurement and test activities are identified initially by the WBS. Tasks and activities are developed in the WBS planning and a graded approach is applied to those work processes that are quality affecting to achieve the appropriate control for all or a portion of the activity. Special processes are defined as activities or tests that require special qualification of personnel or control of equipment and operations to ensure the activity or test meets performance and product requirements. Such controls and qualifications are usually put in place over activities where the specified quality cannot be readily determined by testing or inspection. Common work processes that are not special processes but are quality affecting will be identified and controlled by this requirement.

11.4 Control of Measuring and Test Equipment (QR-12)

The Program Manager will identify and control measuring and test equipment (M&TE). M&TE is any tool, gage, instrument, or other measuring or test device used in performance or quality determinations. M&TE will be maintained, calibrated, and adjusted at specified intervals to ensure that accuracy and performance are maintained within specified limits. Where applicable, the project activity using M&TE will identify calibration controls, tolerances for performance, accuracy, and traceability to reference standards. M&TE that is damaged, out-of-calibration, or cannot be adjusted to meet control limits will be removed from service, and alternate methods and M&TE will be utilized to meet performance standards.

11.5 Handling, Storage, and Shipping (QR-13)

Items produced, provided, or purchased for the SPP while planning WBS tasks and activities may be quality affecting based on the outcome of loss, damage, or deterioration of quality affecting items. These items typically include materials, parts, components equipment, tooling, samples, and waste products. The Project Manager will identify documents to control the loss, damage, or deterioration of quality affecting items.

11.5 Handling, Storage, and Shipping (QR-13) (continued)

Requirements established by federal and state agencies for handling, storage, and shipping will be reviewed to ensure that all RFETS documents governing the shipment, handling, and storage of quality affecting items satisfy all regulations established by federal and state agencies.

11.6 Control of Nonconforming Items (QR-15)

Items that do not conform to established and specified requirements are identified and controlled to prevent inadvertent or unauthorized test installation, use, or shipment. Standard operating procedures will provide evaluation activities that provide prompt identification, segregation, evaluation, documentation, and disposition of those nonconforming items. The process will also provide timely notification to affected organizations. Once identified, the nonconforming items will be managed and documented in accordance with the Quality Assurance Manual.

12. PERFORMANCE CRITERION 6, DESIGN

12.1 Design Control (QR-3)

To ensure an adequate control of design activities, the SPP implements the following principles to control the design process: control of design input and control of design verification. The SPPs are subject to requirements based in the sitewide QAPjP and in the Quality Assurance Manual. The QAPjP deals with the design process for the CERCLA scientific investigations. The Quality Assurance Manual deals with the design process for planned corrective actions construction and treatment processes in this project. The project will use a graded approach sufficient to ensure that designs emphasize critical parameters that can be controlled by inspections or tests and to identify test and inspection criteria and quality standards.

Design controls for scientific investigations include field sampling, sample and data handling, analysis and interpretation of data, and development of Data Quality Objectives (DQOs) as prescribed by Environmental Protection Agency guidelines. The project prepares detailed Work Plans, identified in the WBS, which identify DQOs and the methods and quality addenda, which will ensure that the DQOs are achieved.

The design controls for remediation, corrective actions, and closure activities for the project use the CCCP manual and controls the design process implemented by the COEM. The COEM provides the requirements for the preparation, review, and approval of the design projects. The CCCP also ensures that appropriate codes and standards are used in the design input. The IWCP implements the design process through the IWCP work packages. The CCCP provides the means to verify the design process. Requirements will be used to verify the adequacy of the design (for example, qualification testing, design review, or alternative calculations) that include the use of computer programs.

12.2 Software Quality Assurance (QR-19)

Software that is developed in-house, purchased, or provided as part of a system or service will be reviewed and evaluated to ensure consistency with applicable standards and specifications. The WBS will be reviewed to assess those activities that rely on software to develop or complete a task or are used in scientific or engineering systems. The SPP will assign computer system specialists, as needed, to perform software evaluations in accordance with the Quality Assurance Manual.

13. PERFORMANCE CRITERION 7, PROCUREMENT

13.1 Procurement Document Control (QR-4)

The Project Manager will identify any project task that involves the procurement of material, equipment, supplies, or services, whether purchased by a contractor or its subcontractors. Tasks and activities developed by the WBS include the following:

[A] Preparation and issuance of procurement documents.

[B] Measures to ensure that procurement documents include a statement of the scope of work to be performed by the prospective supplier.

[C] The technical requirements, including applicable regulations, material and component identification, drawings, specifications, acceptance criteria, codes and standards, special process instructions, and test and inspection.

The SPP quality review includes measures to review, approve, and revise this QAIP and those relative plans provided as part of a suppliers own quality assurance provisions appropriate for the materials, supplies, or services provided.

13.2 Control of Purchased Items and Services (QR-7)

All tasks and activities that require the purchase/procurement of items and services are implemented by the Project Manager. The Acquisition Guideline for Requisitioning Commodities and Services and the COEM will be used to complete the elements of control for this requirement. The elements of control will include as a minimum:

- Procurement planning
- Selection of procurement sources
- Bid evaluation and award
- Supplier performance control
- Verification activities
- Controlling nonconformances
- Records

14. PERFORMANCE CRITERION 8, INSPECTION AND ACCEPTANCE TESTING

14.1 Inspection (QR-10)

The SPP has established programs for the inspection of tasks and activities that affect quality. Inspections will be implemented by or for the organization performing the activity to verify conformance with the documented instructions, procedures, and drawings. Examination, measurements, or tests of material or products processed are performed for each work operation where necessary to ensure quality. If direct inspection of processed material or products is not carried out, indirect control by monitoring the processing methods, equipment, and personnel are provided. When quality control is inadequate by itself, both inspection and process monitoring will be provided. If mandatory inspection hold points are required, work will not proceed without the approval of the designated inspection representative. Specific hold points are specified in appropriate work documents.

Inspection planning activities ensure that inspection of procedures, instructions, or checklists include the following:

- Identification of characteristics and activities to be inspected.
- Acceptance and rejection criteria.
- Identification of the persons responsible for the inspection operation.
- Recording objective evidence.
- Identification of hold or witness points.
- Approval of data by the supervisor to ensure that all inspection requirements have been satisfied.
- The prerequisites to be satisfied prior to inspection, including operator qualification and equipment calibration.

Receiving inspections are established to ensure that items important to safety (for example, those features of a structure, component, or system under control of the quality assurance program and necessary to mitigate consequences) meet the requirements specified on the procurement documents. Provisions for the control of accepted items until they are placed in stock or released for use and provisions for the proper disposition of rejected items are established.

In-process inspections are established to ensure that process specifications and supporting documentation provide for indirect control by monitoring processing methods, equipment, and personnel if direct inspection is impractical.

Final inspections are established to ensure the following:

- Resolution of nonconformances identified in earlier inspections.
- Inspected items are identifiable and traceable to specific records and are adequately protected from physical or environmental damage.
- Supervisors review inspection records to verify that all inspection requirements have been satisfied.

14.2 Test Control (QR-11)

The SPP utilizes established test programs to ensure that all testing required to demonstrate components will perform satisfactorily in-service and are identified and performed in accordance with test procedures that incorporate the requirements of this section and the requirements and acceptance limits in the work package approval. The test procedures include provisions to ensure all prerequisites for the test are met, adequate instrumentation is available and used, and the test is performed in suitable environmental conditions. Test results are documented and evaluated to ensure that requirements are satisfied.

Measures are established to ensure that applicable test programs, including prototype qualification tests, production tests, proof tests, and operational tests, are accomplished in accordance with written procedures. Measures are established to ensure that modifications, repairs, and replacements are tested in accordance with the original design and testing requirements.

Measures are established to ensure that test prerequisites identified in the appropriate design disclosures are properly translated into test procedures. FAC-29, within the COEM, is the procedure for preparing, reviewing, approving, revising, and controlling the System Operational testing procedures.

Measures that ensure that test results are documented and evaluated and that acceptability is determined by a qualified individual or group are established. Preoperational and system operational testing is established by design parameters and specified by the engineering order. The IWCP work package transmits test requirements to the work place and documents test results.

14.3 Inspection, Test, and Operating Status (QR-14)

All inspection and test activities identified by an engineering order will have a status of those activities identified on the item/activity inspected or on documents traceable to the item or activity. Management also utilizes established measures for controlling the application and removal of status indicators such as tags, markings, and stamps and for ensuring that bypassing a required inspection or test or any required operation is procedurally controlled under the cognizance of the Quality Assurance organization.

15. ASSESSMENT CRITERION 9, MANAGEMENT ASSESSMENT

15.1 Management Assessment (QR-2C)

The SPP implements management assessments through 2-G23-ADM-18.05, Environmental Restoration Management Self-Evaluation Program in accordance with 1-11000-ADM-16.10, Self-Evaluation Program. The self-evaluation program is implemented in this plan by utilizing an assessment schedule outlined in 2-G23-ADM-18.05. Line managers will prepare self-evaluations based on performance objectives and criteria of the activities under their responsibility. Evaluation checklists are based on specific concerns to the line manager responsible for the activity.

15.1 Management Assessment (QR-2C) (continued)

Direct Report managers will likewise develop self-evaluation activities based on the performance objectives and criteria that are specific to the task being performed by line managers under their responsibility. Self-evaluations will be planned and scheduled for a full year and submitted and approved annually.

16. ASSESSMENT CRITERION 10, INDEPENDENT ASSESSMENT

16.1 Independent Assessment (QR-2D)

Independent assessment is not implemented in the SPP work packages. The SPP will support to the degree achievable an independent assessment. The Environmental Quality Support group is responsible for conducting internal assessments and for funding independent assessments of ERPD activities.

16.2 Audits (QR-18)

Audits are performed by independent organizations not funded by this project. The project manager supports the effort of organizations that conduct audits and responds to audit findings/deficiencies. The response is provided by the appropriate solar pond organization.

16.3 Surveillance (QR-21)

Surveillance(s) will be performed by the SPP Quality Improvement and Implementation representative. The SPP management will provide guidance for selecting surveillance planning and schedules. The SPP quality representative will scope and schedule surveillance as defined in the WBS.

17. REFERENCES

The WBS includes services and activities that are performed by support services and subcontractors. Onsite support groups may have a QAP that applies specifically to the service given. Subcontractors may have their own QAP (preapproved by the contracting agent) for the activity performed by contract. This QAIP will utilize existing QAPs where applicable and the requirements that are stated in the sitewide procedures for developing QAPs that are listed in the Quality Assurance Manual.

17.1 References

Acquisition Guideline for Requisitioning Commodities and Services

Code of Federal Regulations (CFR), Title 10, 830.120

Conduct of Engineering Manual (COEM)

Configuration Change Control Program (CCCP)

DOE Order 5700.6C, Quality Assurance

17.1 References (continued)

Environmental Restoration Site-Wide QA Project Plan (QAPjP)

Quality Assurance Manual

RFP/ERM-94-00016, RF ER Project Management Implementation Plan

1-A01-PPG-001, Procedure Process

1-A02-PPG-003, Procedure Writing

1-A03-PPG-004, Procedure Edit, Review, and Comment

1-N99-IWCP-9, Environmental Restoration and Waste Packaging Planning Process

1-P04-SCMP-16.00, Sitewide Commitment Management Process

1-10000-EWQA, Waste Management Quality Assurance Program Plan

1-10000-QAP&IP-01.00, Quality Assurance Program and Implementation Plan

1-10000-TUM, Training User's Manual

1-11000-ADM-16.10, Self-Evaluation Program

1-31000-COOP-003, Control of On Shift Training

1-77000-RM-001, Records Management Guidance for Records Sources

1-48000-DM-001, Document Control Program

2-F94-ER-ADM-02.01, Training

2-G01-ER-ADM-06.01, ERPD Document Control Process

2-G18-ER-ADM-17.01, Records Capture and Transmittal

2-G23-ADM-18.05, Environmental Restoration Management Self-Evaluation Program

2-S65-ER-ADM-17.02, Administrative Record Document Identification and Transmittal

(replaces 3-21000-ADM-17.02, Administrative Records Screening and Processing)

17.2 Work Package References

WBS TITLE	WP # and TITLE
WBS Part IIB: Interim Remedial Action (ITS)	12157 Testing & Operations
WBS Part IIB: Interim Measure Remediation (Phase I)	12159 Phase 1 RFI RCRA Facility Investigation 12162 Interim Measure Decision 12181 Interim Remedial Action
WBS Part IIB: Interim Measure Sludge	12187 Testing & Ops - ASRP
WBS Part IIB: Final Action (Phase II)	12159 Phase II RFI RCRA Facility Investigation 12166 Phase II Corrective Measures Study/FS 12168 Phase II CAD/FAD 12134 Final Remedial Action Construction 12135 Final Action Operation
WBS Part IIB: Project Support	12174 Project Support
WBS Part IIB: EM-30 Funded Activity	13203 Saltcrete Pad Storage and Operations 13207 Saltcrete Project Support 13208 Saltcrete Shipping 13209 Remix Studies 13210 Remix Construction 13211 Testing and Operations

APPENDIX 1
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